

Additional Information Regarding ECF

Sealed Documents

Sealed documents cannot be filed electronically and must be submitted on a disk or in paper format to the Clerk for filing.

Case Initiating Documents

Case initiating documents cannot be filed electronically in this district at this time and must be submitted on a disk or in paper format to the Clerk for filing.

Imbedding Web Links in E-Filed Documents

Many web sites become inactive over time. Therefore, the court discourages the inclusion of web links in e-filed documents and attachments so that the historical integrity of the electronic record may be maintained.

Documents Filed In Error

A document incorrectly filed in a case may result from (a) posting the wrong PDF file to a docket entry; (b) selecting the wrong document type (or "event") from the menu; or c) posting the document into the wrong case number.

Documents filed in error that cannot be corrected by the user, such as a document posted to the wrong case, must be reported immediately to the Clerk's Office so corrective action can be taken. You will need to provide the case and document number of the document requiring correction.

Correcting a Misfiled Document

The ECF system does not permit you to change the misfiled document(s) or incorrect docket entry after the transaction has been accepted. However, users may re-file the documents *other than motions* using the event "Amended Document (NOT motion)" if you intend to re-file the document in the same case. This event will allow the user to create a link to the incorrect entry as a reference. The user may also add text information to the docket entry to explain the reason for the re-filing.

Motions that have been filed incorrectly in the correct case number may be corrected by re-docketing the motion in the same case using standard docketing techniques. The drop-down box located on the edit screen will allow the user to pick the word "Amended"; additional text should then be added explaining the

correction (i.e., "corrected PDF attached").

Viewing Transaction Log

This feature, selected from the *Utilities* menu, allows you to review all transactions ECF has processed with your login and password. If you believe or suspect someone is using your login and password without your permission, change your password immediately and notify the Clerk's Office as soon as possible.

E-Mail Notification of Documents That Were Filed

After a pleading is e-filed, the system sends a Notice of Electronic Filing (NEF) to the designated attorneys who have registered with the Court for e-filing. All individuals (including attorneys and copied recipients) who receive electronic notification of the filing are permitted one "free look" at the document by clicking on the associated hyperlinked document number embedded in the NEF.

Note: If an attorney chooses to add email address of his or her support staff to the account, all addresses will receive an NEF and all addressees will have the opportunity to exercise their "free look" at the associated PDF file. This is because the NDFL uses CM/ECF version 2.4.

(If you are an e-filer in other district courts using CM/ECF application versions 2.3 or below, then only the user from your total email group who accesses the PDF first will receive a free look. All other NEF recipients will be charged a PACER fee per the PACER service center on July 13, 2005.)

Access Levels

Those users with PACER logins and passwords will have access to all unsealed criminal docket sheets contained within the CM/ECF system and to all unsealed PDF documents filed after 11/1/2004. PACER users also have access to all unsealed civil cases and civil PDFs *except* Social Security cases which are protected for privacy reasons.

Those users with both PACER and NDFL CM/ECF logins and passwords will have access to file unsealed documents in unsealed cases. Further, the NDFL CM/ECF login gives users the ability to perform the level of inquiry specified above for PACER users. However, *attorneys of record* in an unsealed criminal case will have access to all unsealed PDF documents; even those filed prior to 11/1/2004. The same is true for *an attorney of record* in a Social Security case.

Internet References Regarding ECF

[Attorney Admissions Tutorial/Exam](#)
[CM/ECF Computer Based Training \(CBTs\)](#)
[CM/ECF Frequently Asked Questions](#)
[CM/ECF "Live" Web Site](#)
[CM/ECF Registration Form](#)
[CM/ECF "Training" Web Sites](#)
[CM/ECF Web Page for the NDFL](#)
[Judiciary Privacy Policy](#)
[NDFL Privacy Notice](#)
[NDFL Local Rules](#)
[Procedures for Submitting Proposed Orders](#)
[Public Access to Court Electronic Records \(PACER\)](#)